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10200.020

Revision

0

Effective Date

December 7, 1998

Review DateDecember 7, 2001

Ames Laboratory Lessons Learned Implementation Plan

This Plan was developed to document the implementation of the Ames Laboratory Lessons Learned Program, which has been designed to provide information to employees of situations within the facility and throughout the DOE complex that might have an impact on the safety of their activities.

Comments and questions regarding this plan should be directed to:

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Sign-off Record:**Approved by:**

Environment, Safety, Health & Assurance**Date:**

Approved by:

Deputy Director**Date:**

Approved by:

Laboratory Director**Date:**

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1.0 Revision/Review Log

This document will be reviewed once every two years as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	05/14/98	G.P. Jones	All	Original draft

2.0 Purpose and Scope

It is the policy of the Ames Laboratory to provide all employees with a workplace free of recognized hazards. Information of safety-related failures and incidents from within the Laboratory is often well circulated within the affected Group, but poorly circulated to Groups with identical or similar set-ups. Events occurring outside the Laboratory often take much longer to come to the attention of those with an interest. To expedite the receipt and dissemination of these events, the Laboratory has developed a Lessons Learned Program.

This Program applies to all Ames Laboratory employees.

The Ames Laboratory ISM Self-Assessment was conducted according to the Guiding Principles of Integrated Safety Management. During that assessment, the following was noted.

Internal Communication

Pertinent ES&H information (e.g., ES&H programs, assessment activities, and external incidents and accidents) is communicated through direct mailing, conveyed at ES&H Coordinator/Representative meetings, and/or published in the "Insider." The ISM Self-Assessment Team noted that information, such as lessons learned, is not formally and consistently communicated throughout the Laboratory.

Suggested improvement: Establish a formal Lessons Learned Program for communication of ES&H information across the Site. The program should include criteria that identify the type of information that is relevant to the groups/sections for the prevention of future accidents, as well as pertinent ES&H information to assure management is informed.

This Implementation Plan was developed to document the implementation of the actions undertaken by Ames Laboratory to address these issues.

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3.0 Program Elements

Formalization of the Lessons Learned Program will provide a program which can be audited internally and externally for completeness. This is accomplished by the following program elements.

3.1 Creation of the Implementation Plan

3.2 Determination of Roles and Responsibilities

Roles and Responsibilities addresses the need to evaluate the information for pertinence and disseminate it in a timely manner. A Lead should be appointed, and an Alternate to provide coverage during absences of the Lead. Discipline specialists should be appointed to provide a determination of pertinence. A means to provide feedback of the accuracy should be developed.

Responsibility for Lead has been assigned to G.P. Jones, with Jim Withers as the Alternate. The discipline specialists of ESH&A have been appointed to determine pertinence, when needed. A statement requesting positive and negative feedback will be added to each release to assess the efficacy of the Program.

3.3 Selection and Documentation of Sources

Internal information may come from accident/injury reports, observations made during area evaluations, or concerns raised by employees. External sources should be reliable and responsible. A selection of external information sources that are dependable should be made and documented for the individuals with responsibility as defined above.

The USDOE Lessons Learned list server, Consumer Products Safety Commission list server and the Operating Experiences Weekly publication have been chosen as reputable external sources for Lessons Learned information. Other sources for external information will be evaluated on a case-by-case basis.

3.4 Selection and Use of Information Paths

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Information may be disseminated by many means, ranging from person-to-person talks to official interoffice communications. Selection is based on the urgency of the information to be released, the access to the method chosen, or the perceived scope of the audience.

The Laboratory's E-mail system has been selected as the most expedient means of widely distributing information available. When a Lessons Learned has been written or modified for inclusion on the ESH&A Homepage, the title of the new entry will be e-mailed to Program Directors, Group Leaders, Safety Coordinators and Representatives, and interested parties. This information will also be made available during Safety Coordinator/Safety Representative Meetings.

The ESH&A Web Home Page includes an electronic version of each Lessons Learned created at the Ames Laboratory, each USDOE Lessons Learned received, as well as the link to CPSC Releases, for access by all Ames Laboratory authorized system users. This will provide an archive of information for new employees.

4.0 Implementation Schedule

04/01/98	Determination of Roles and Responsibilities
04/01/98	Selection and Documentation of Sources
05/19/98	Selection and Use of Information Paths
05/19/98	Completion of the draft Implementation Plan for Lessons Learned Activities

5.0 Post Performance Activity

The Ames Laboratory Lessons Learned Program will be formally reviewed on a three-year basis. Informal review and changes may take place as sources of incoming information or methods of dissemination change.

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